



**COLLIN COUNTY**

# Department Analysis

**BUDGET 2013**



**COLLIN COUNTY**

Analysis Update by Rex Cotten, Financial Analyst

# **DISTRICT CLERK'S OFFICE**



# Purpose

- To gain a better understanding of the processes and workflows at the District Clerk Office.
- To identify any areas of Budgetary need or concern.
- Use findings for enhanced reporting and further support request for future needs.



# Progress

- Workflows completed for:
  - Window Clerks
  - Jury Clerks
  - Juvenile Clerks
  - Child Support/Attorney General Clerks
  - Passport Clerks
  - Records Clerk
  - District Court Clerks
- Developed detailed reporting in case work load
- Developed reporting for customer traffic (Civil/Family)
- Passport reporting created on a monthly basis
- Identified areas to improve efficiencies involving technologies



# Remaining Analysis

- Observe remaining areas of District Clerk functions
  - Criminal Clerks
  - Tax Clerk
  - Minute Clerks
- Assemble individual area analyses
- Prepare final report
- Finalize workflow-“follow the document”
- Continue reporting methods for comparison



# District Clerk Projects

## CURRENT

- Mobile Storage
- LaserFische scanning (eliminate documents)
- Historical records protected (1846-1915)

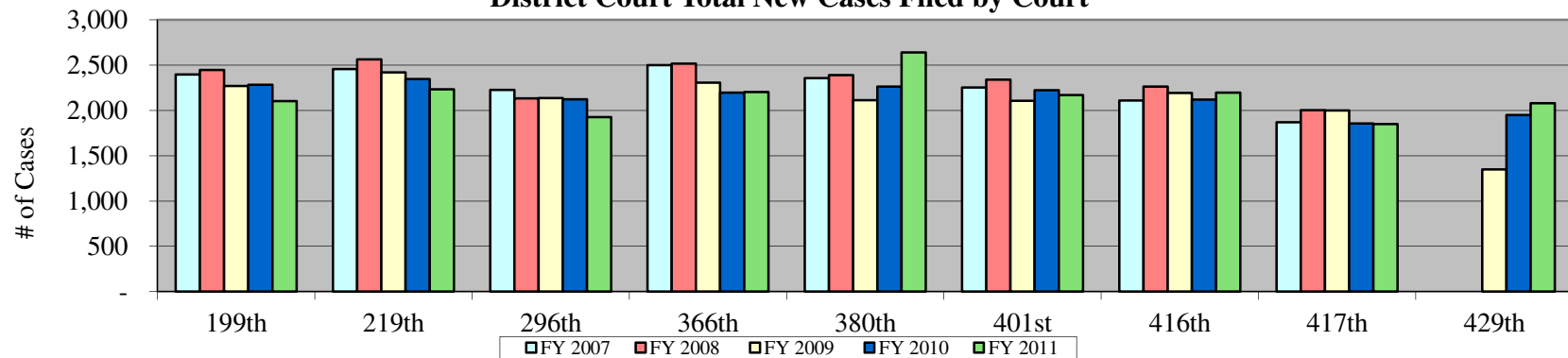
## FUTURE

- ACS Juror Software upgrade
- New Passport cameras
- Better Cross-training
- Designated label printers
- Designated Passport clerk?
- Evidence Clerk?

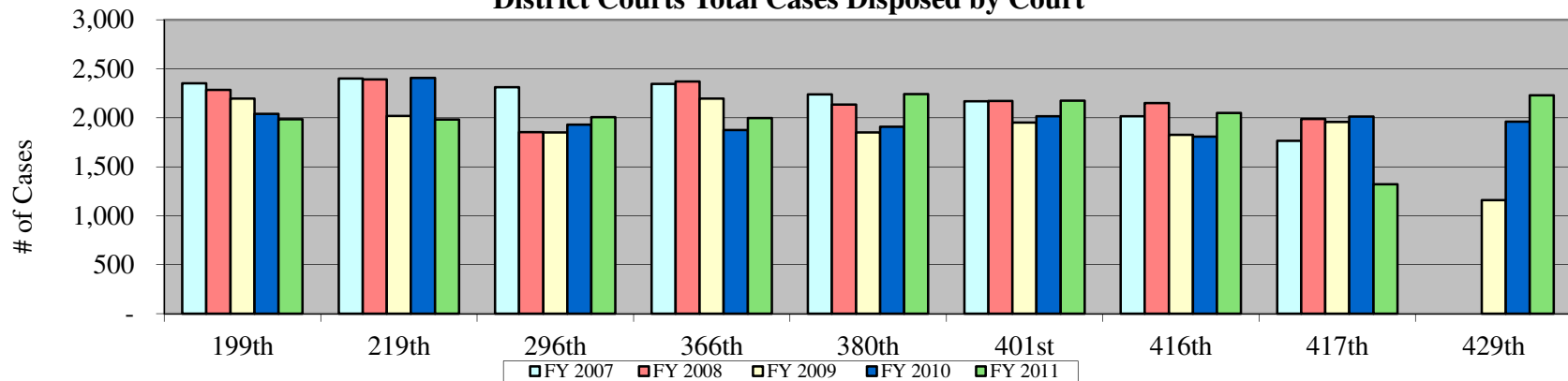


# Old Statistics

**District Court Total New Cases Filed by Court**



**District Courts Total Cases Disposed by Court**

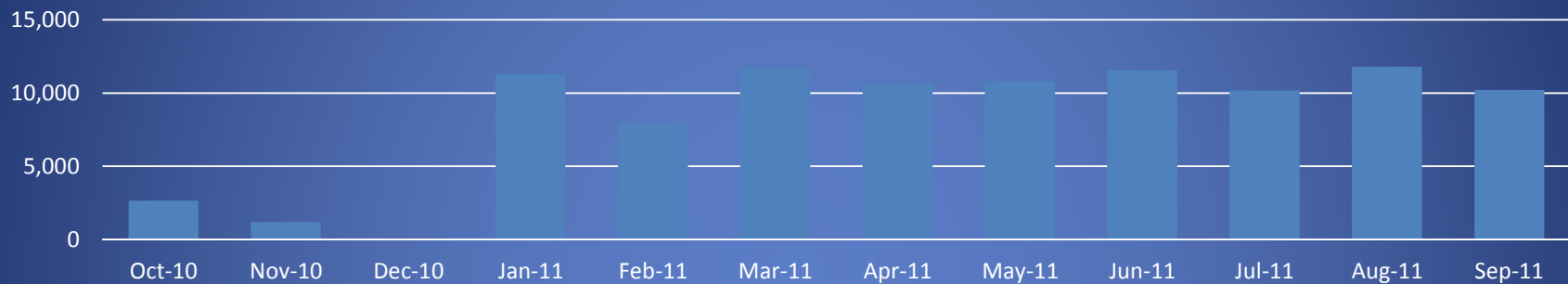




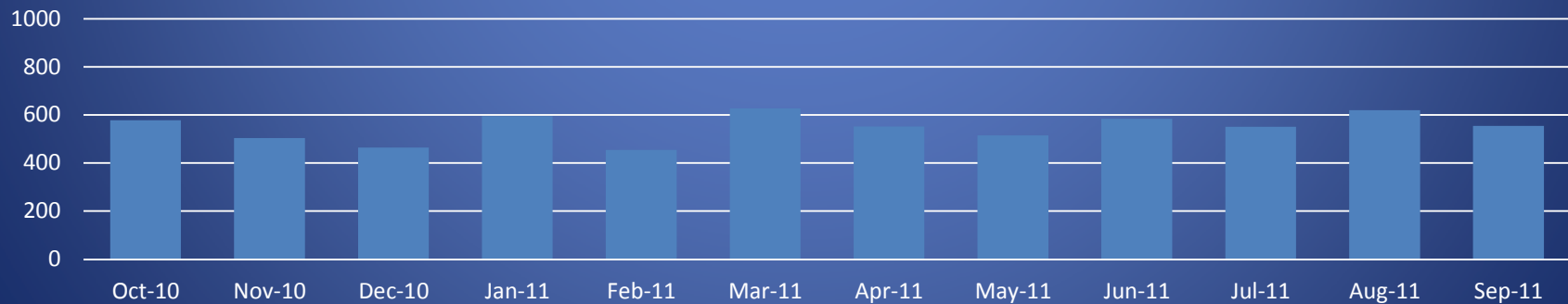


# New Quarterly Statistics

## District Court – Family Events (all courts)



## District Courts - New Family Filings (all courts)



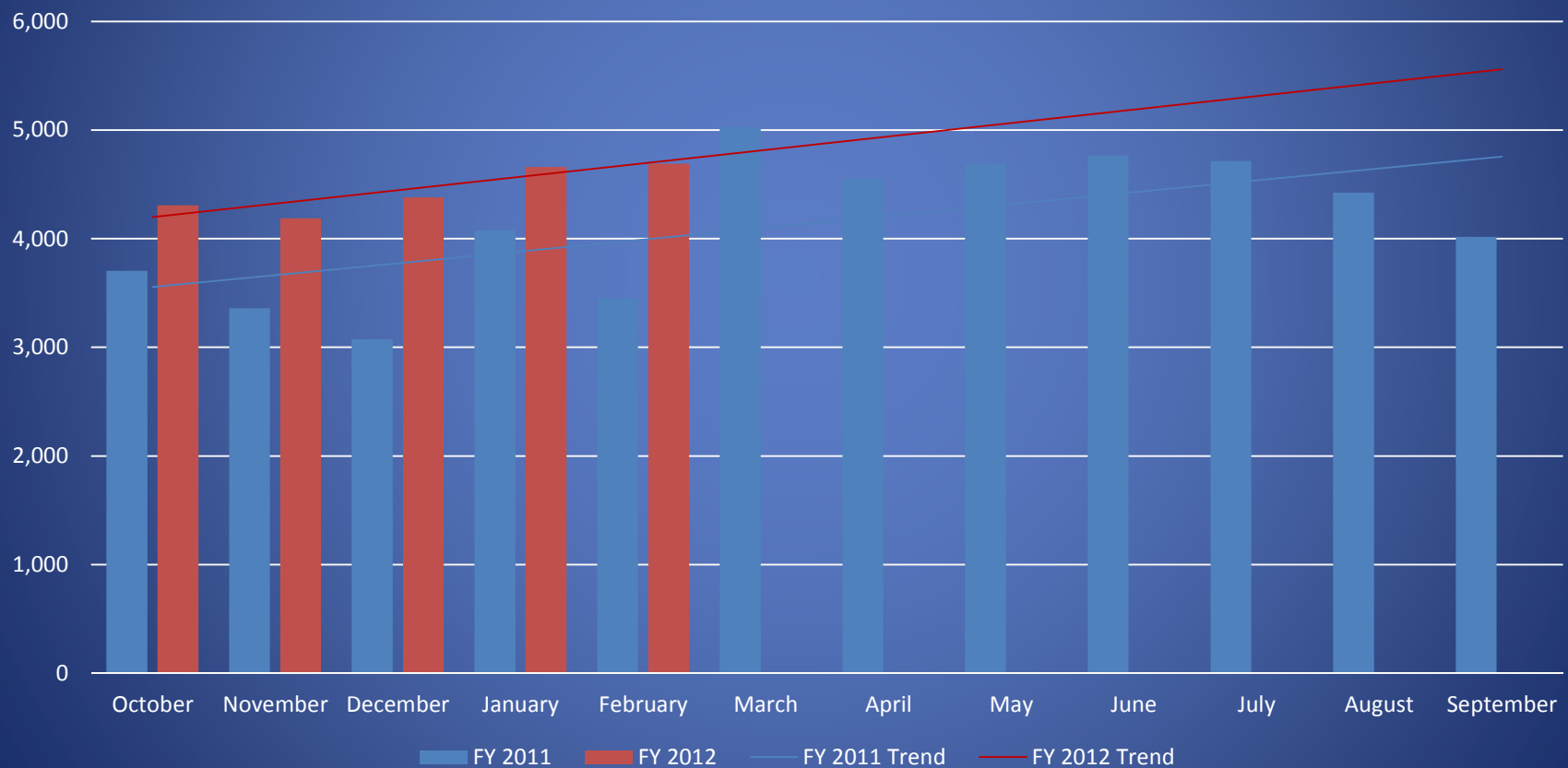
Any changes made to a case are considered an “event”





# New Quarterly Statistics

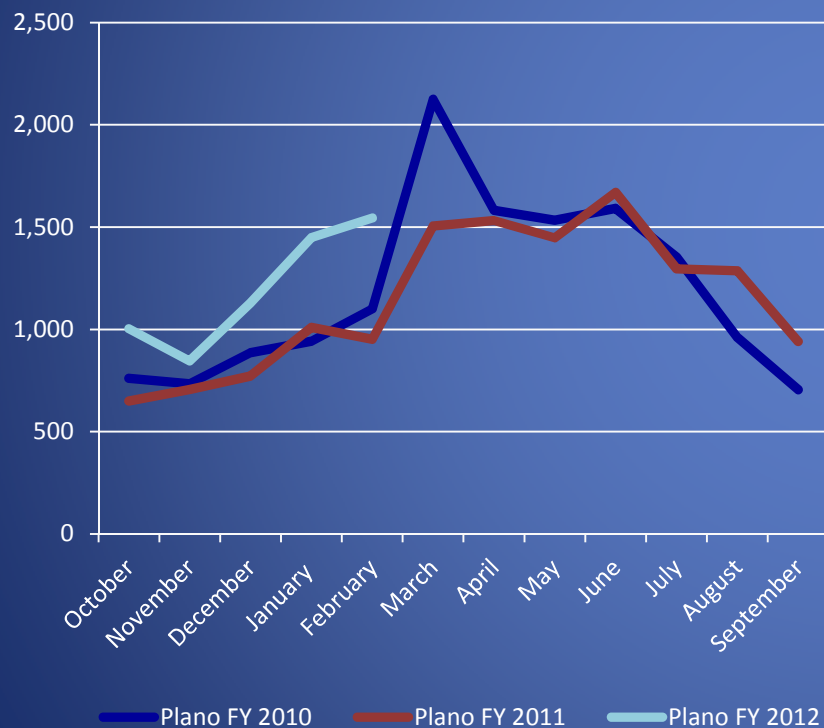
## District Clerk Customer Traffic





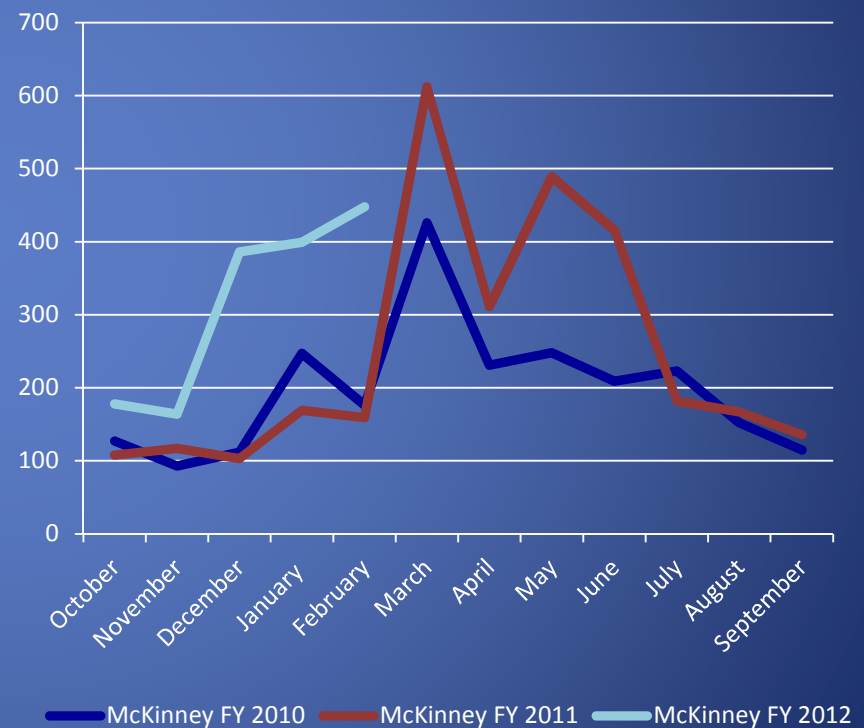
# New Quarterly Statistics

## Plano Passport Applications



4 dedicated passport staff in Plano in FY 2011  
3 dedicated passport staff in Plano in FY 2012

## McKinney Passport Applications

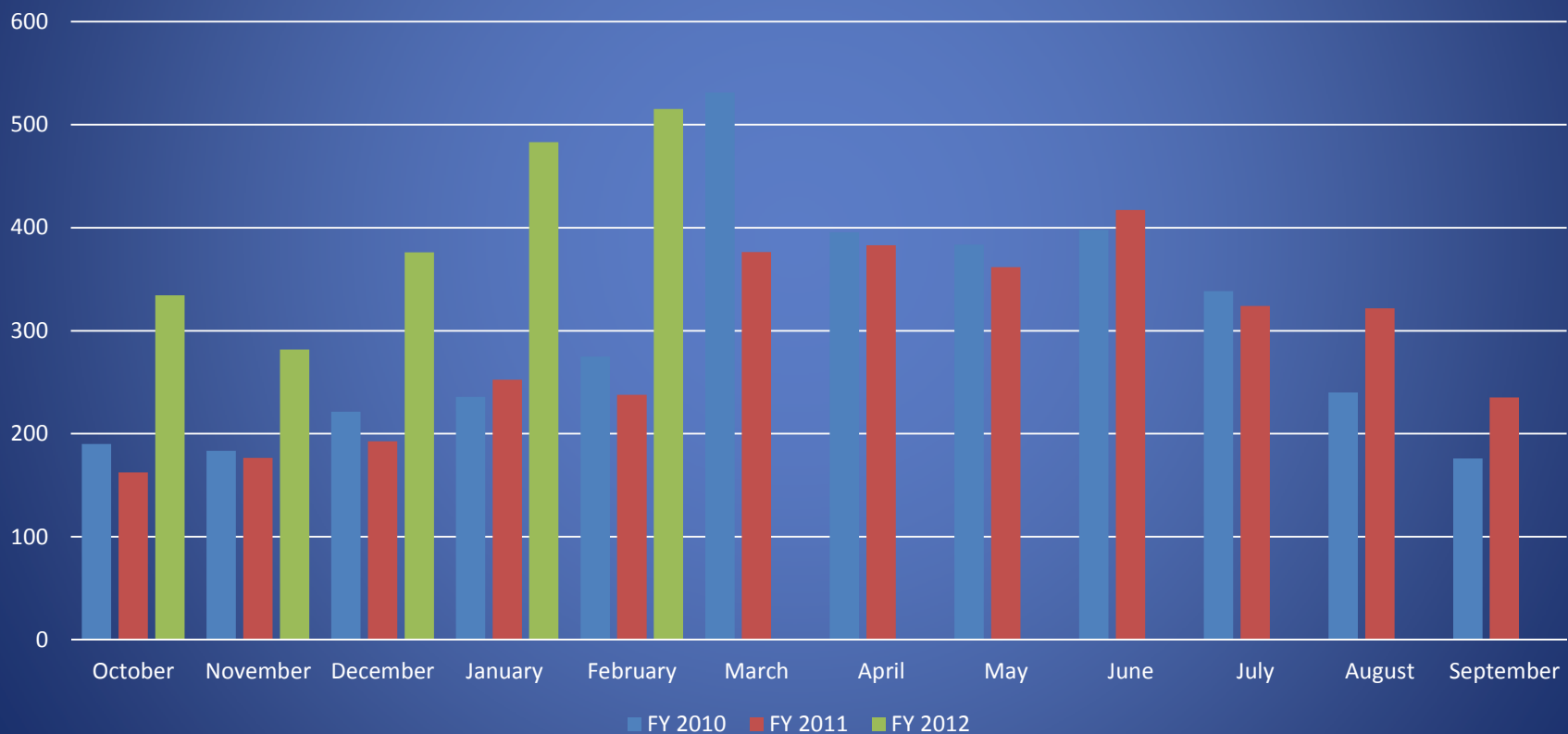


No dedicated positions in McKinney.  
Over 30 personnel trained on passports.



# New Quarterly Statistics

## Plano Passport Applications per Clerk (average)



4 dedicated passport staff in Plano in FY 2010/2011  
3 dedicated passport staff in Plano in FY 2012



# District Clerk Budget

Category	FY 2012 Adopted Budget	Percentage
Salaries	\$3,290,190	97.4%
Training	\$19,350	0.6%
Operations	\$67,800	2.0%
Capital	\$0	0%
<b>Total</b>	<b>\$3,377,340</b>	<b>100%</b>

- Includes funding for 58 employees for McKinney and Plano offices



# Jury Fund Budget

Category	FY 2012 Adopted Budget	Percentage
Salaries	\$226,693	26.0%
Training	\$10,500	1.2%
Operations	\$663,662	72.8%
Capital	\$0	0%
<b>Total</b>	<b>\$870,855</b>	<b>100%</b>

- Includes funding for 4 employees for County and District Court Juries
- Operations funding is mainly jury payments to citizens serving on juries.



## District Clerk Document Preservation Budget

Category	FY 2012 Adopted Budget	Percentage
Salaries	\$100,772	44.6%
Training	\$0	0%
Operations	\$125,000	55.4%
Capital	\$0	0%
<b>Total</b>	<b>\$225,772</b>	<b>100%</b>

- Includes funding for 2 employees
- This funds receives approximately \$70,000 in revenue annually



**COLLIN COUNTY**

Analysis Update by Richard Bryan, Financial Analyst

# **TAX ASSESSOR / COLLECTORS' OFFICE**





# Purpose

- Observe processes and workflows in the Property Tax and Motor Vehicle departments
- Create new or use existing stats to determine productivity levels to help future need



# Progress

- Observed the McKinney Property Tax office procedures
- Used Property Tax training to first hand process the citizen's property taxes
- Observed the McKinney Motor Vehicle office procedures
  - Registrations
  - Titles
- Used Motor Vehicle training to first hand process vehicle registration renewals



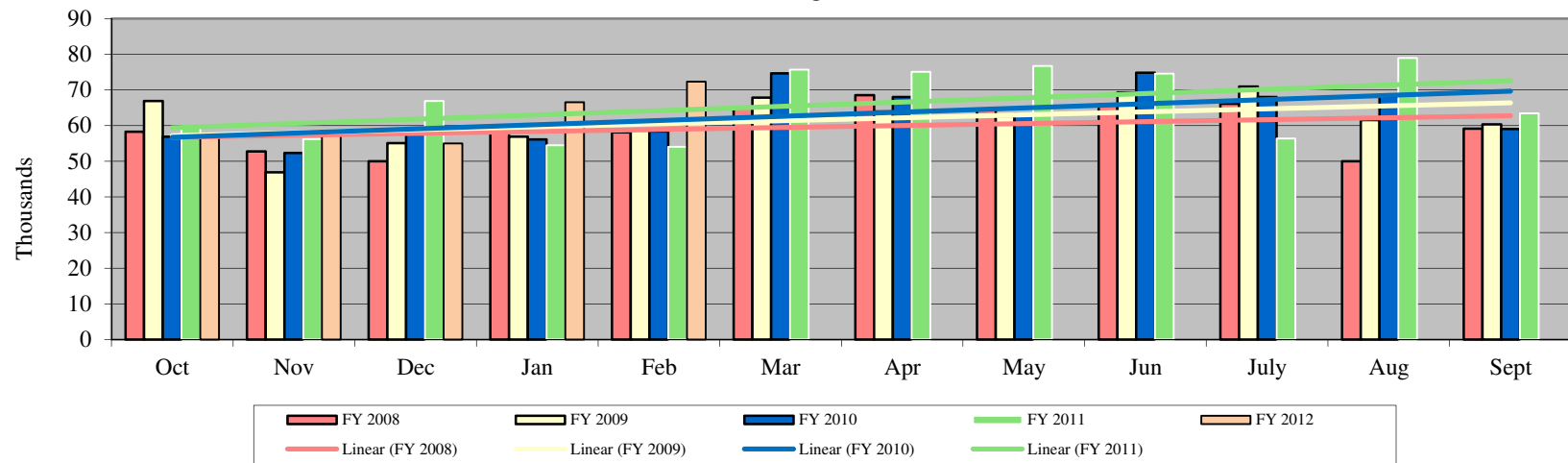
# Remaining Analysis

- Observe Motor Vehicle processes in Plano
- Prepare Tax productivity statistics
  - Property Tax
  - Motor vehicles
- Prepare analysis report
- Continue to collect stats for future comparison

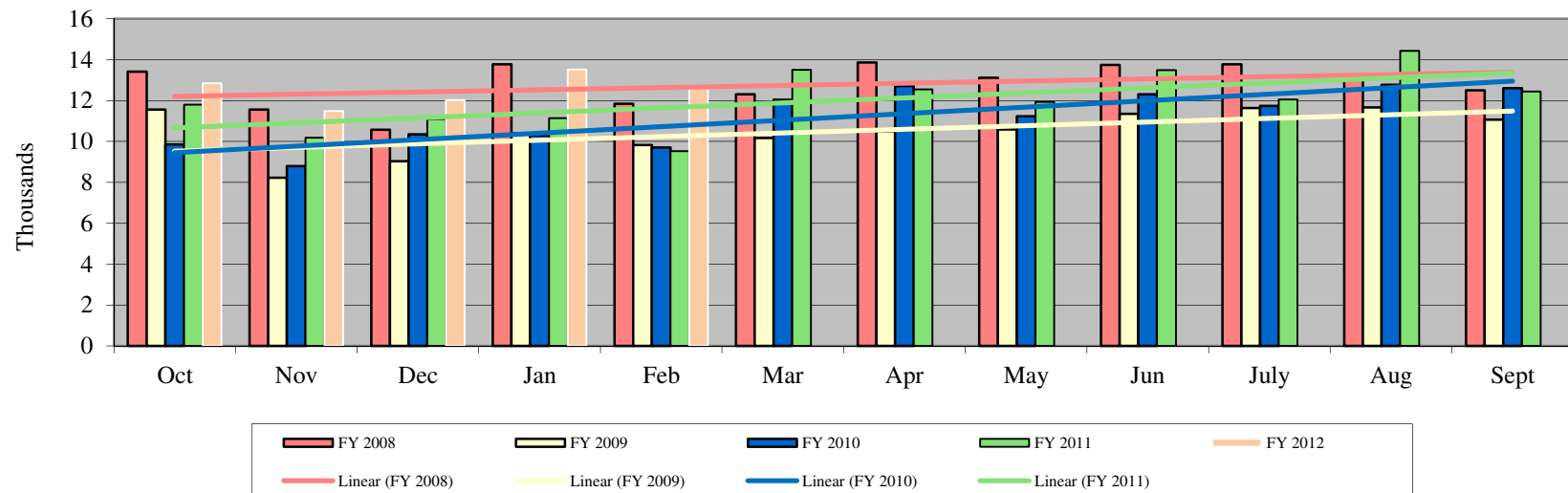


# Old Statistics

Motor Vehicle Registrations

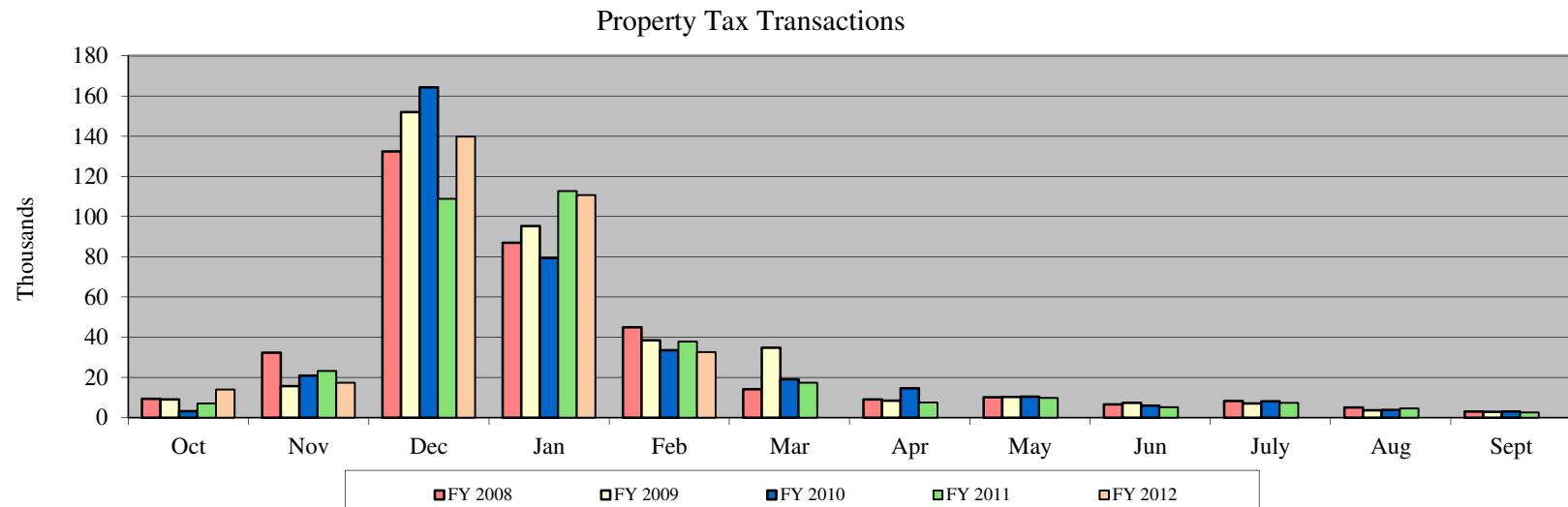


Motor Vehicle Titles





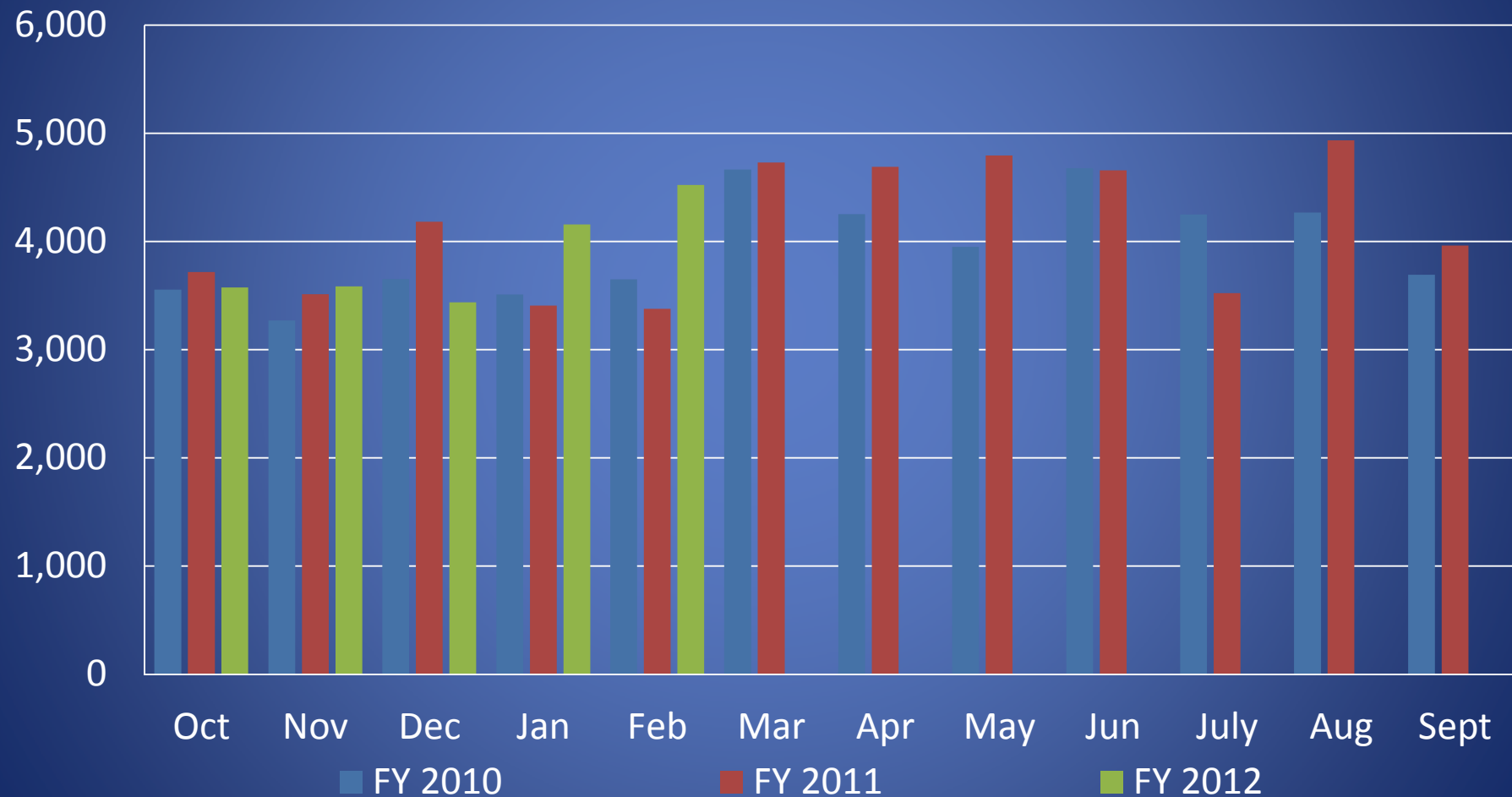
# Old Statistics





# New Statistics

Estimated Vehicle Registrations per Budgeted Position

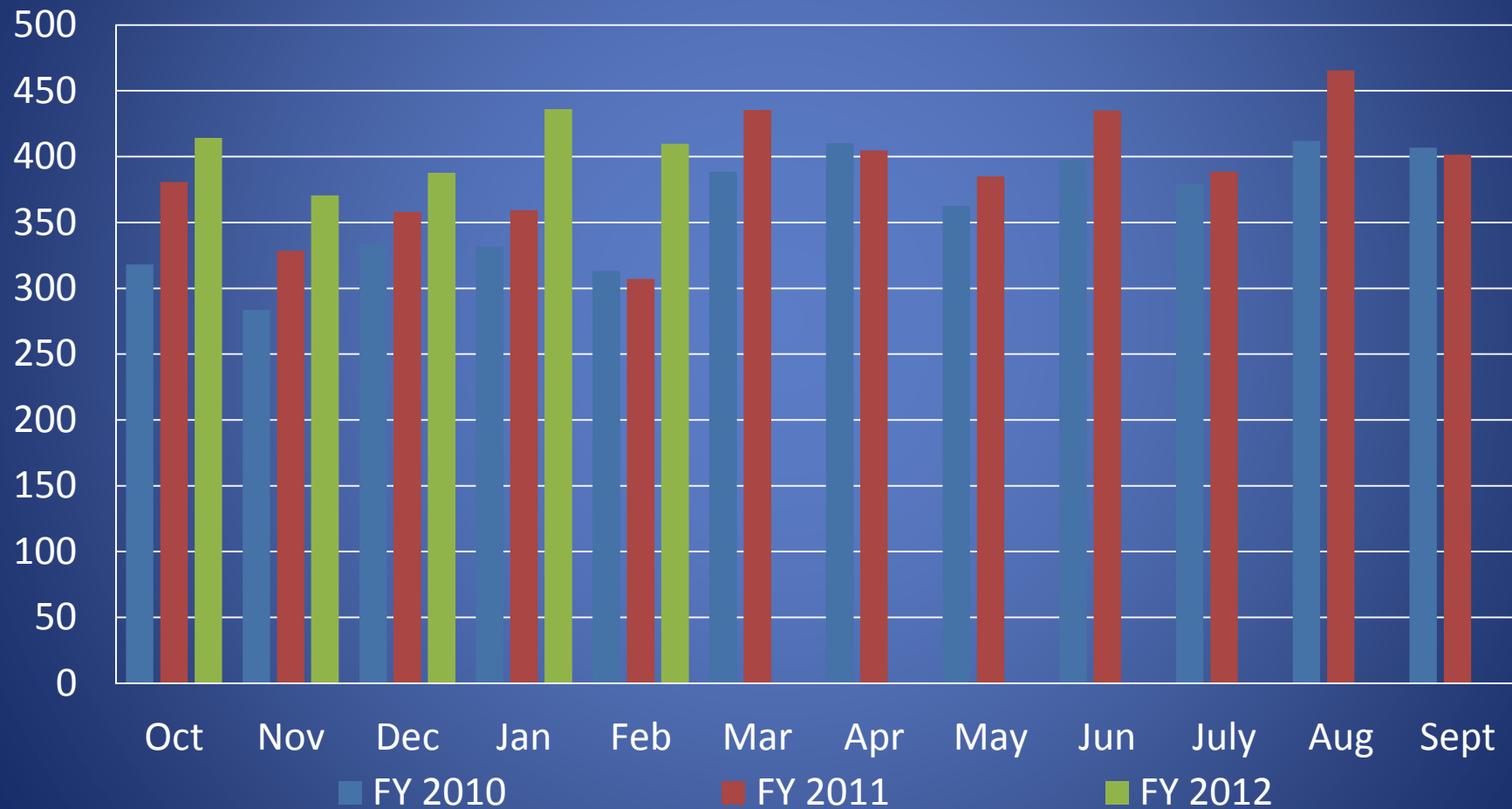


There are 16 budgeted Vehicle Registration Clerks (I & II)



# New Statistics

Estimated Titles per Budgeted Position



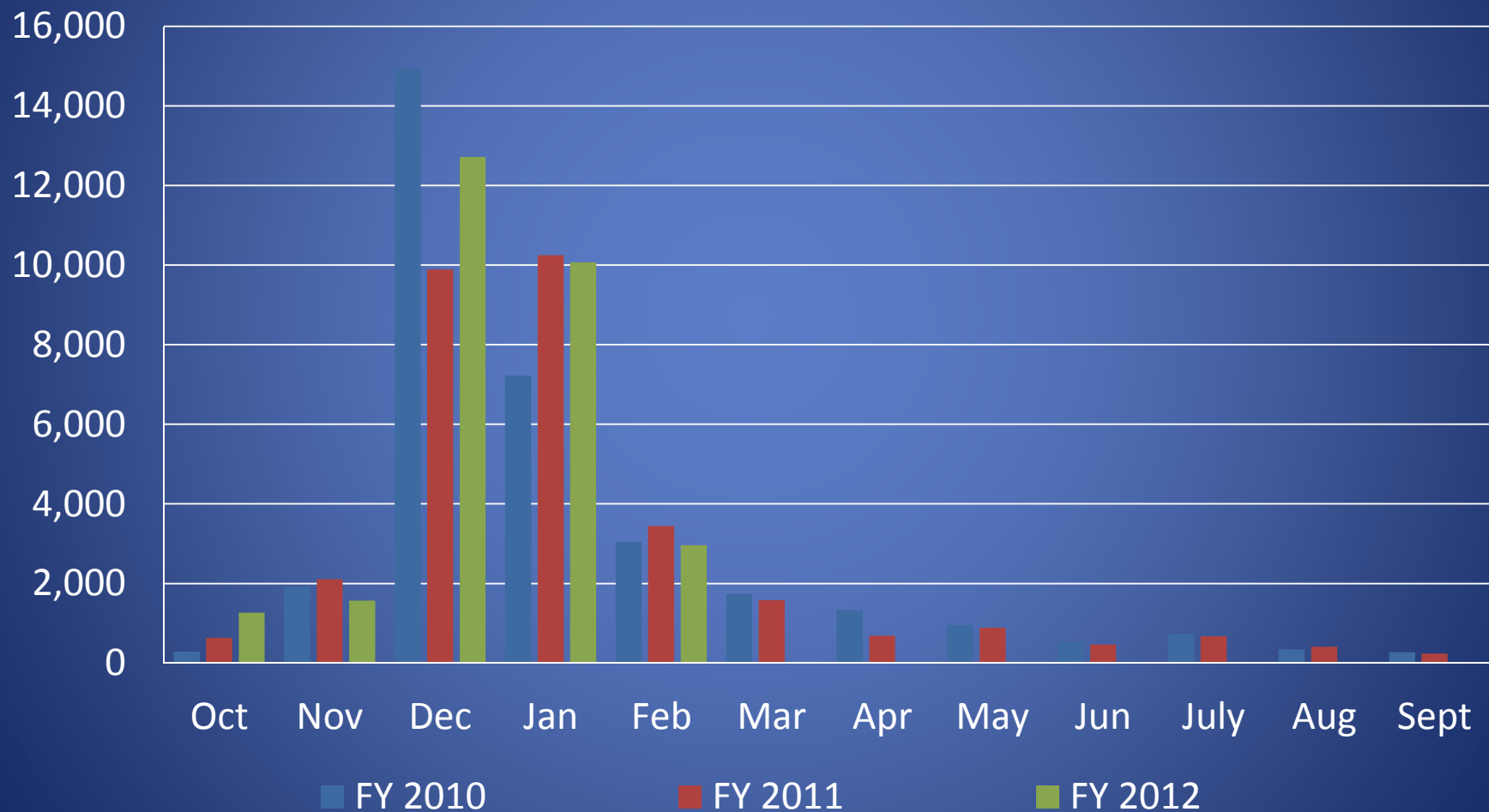
There are 31 budgeted Title Specialists (I & II)





# New Statistics

Estimated Property Tax Transactions per Budgeted Position



There are 11 budgeted Deputy Tax Clerks (I & II)



# Tax Assessor/Collector Budget

Category	FY 2012 Adopted Budget	Percentage
Salaries	\$4,119,476	95.2%
Training	\$20,000	0.5%
Operations	\$146,710	3.4%
Capital	\$41,028	0.9%
<b>Total</b>	<b>\$4,327,214</b>	<b>100%</b>

- Includes funding for 85 employees for McKinney, Plano, and Frisco offices



**COLLIN COUNTY**

# Department Analysis

Discussion / Questions